

**WELLFLEET ELEMENTARY SCHOOL
AFTER SCHOOL CHILD CARE (ASCC) HANDBOOK
2019 - 2020**

WELCOME

Welcome to the Wellfleet Elementary School After School Child Care (ASCC) program. ASCC is a registered school-operated child care program in accordance with the Extended School Services Law, Chapter 71, Section 26B of the General Laws for School Committees and School Personnel. As a result of the generous funding from the Town of Wellfleet, ASCC is a **free** program that will open on the first day of school, Thursday, September 5, 2019. Up to 26 registered children, K – 5, can attend ASCC on a school day. ASCC will be open on school days from dismissal until 5:30 PM.

Please note:

- Enrollment priority will be given to working parents who require after school child care.
- All required ASCC forms must be completed and received by the WES office before your child/ren may attend ASCC.

STATEMENT OF PURPOSE

The Wellfleet Elementary School After School Child Care (ASCC) program was established to offer working families quality after school care for children who attend Wellfleet Elementary School, K – 5. (Enrollment priority will be given to working parents who require after school child care.)

ASCC will provide a safe and nurturing environment for up to 26 children, K – 5, with a dedicated homework time, activities, and experiences that encourage children to be actively involved in recreational and enrichment activities. These activities will allow for a variety of interests and abilities and will be developmentally appropriate.

It is important to note that in subsequent years, WES may not be able to fully fund the program and a fee may be charged to families in order to sustain ASCC.

LOCATION AND HOURS

ASCC is based in the Wellfleet Elementary School cafeteria. The gymnasium, library, and the playground are available, under the supervision of an ASCC staff member. ASCC will partner with the Wellfleet Recreation Department for additional activities for students to participate in either onsite or offsite (i.e. Baker's Field).

ASCC operates from 2:00 PM – 5:30 PM on full school days and from 11:00 AM – 5:30 PM on early release school days. ASCC is open on student school days. ASCC is closed on all weekends, inclement weather/snow days, legal holidays, full staff development days, and all school vacations, including summer break.

CAPACITY

ASCC welcomes up to 26 children, K – 5, each school day from dismissal until 5:30 PM. We will maintain a ratio of 1:13.

ENROLLING YOUR CHILD

Wellfleet Elementary School children, from kindergarten through grade 5, are eligible to enroll in the program. Enrollment is based on a first-come, first-served basis for children attending Wellfleet Elementary School, K – 5. **Priority is given to working families who require child care in order to be able to work.** All children must have completed enrollment/registration forms and up-to-date medical and health records on file.

All forms must be completed and turned in before your child/ren may attend ASCC. These include:

- All ASCC paperwork (Enrollment Form and Handbook Acknowledgement Form)
- Custody Agreement/s, and/or Court Order/s, and/or Restraining Order/s
- Medical administration form and Individual Health Plan (if your child will be taking medications during ASCC operating hours) as well as any medication your child may need.

FOOD and ALLERGIES

Students' snacks and drinks must be provided by the parent/guardian. Please be certain to pack extra for your child/ren on ASCC days!

Wellfleet Elementary School and ASCC are **PEANUT AWARE**. No peanuts or peanut products are allowed at the school or in the program.

CHILDREN WITH DISABILITIES

WES provides leadership and support for staff and families in the effort to provide a high quality after school program for children, K - 5. WES has a nondiscrimination policy which supports the ability of the program to serve all children and families who wish to enroll and if space is available.

In determining how the program will be able to serve a child with disabilities, the principal, with parental consent as appropriate, shall request related to the child's participation in the program.

- a) Based upon available information, the Principal shall, with parent's input, identify specific accommodations, if any, required to meet the needs of the child in the program, including but not limited to:
 - Any change or modification to the child's participation in regular activities;
 - Any special equipment, materials, ramps, or aids.
- b) If the accommodations required to serve the child would cause an undue financial burden to the program, the Superintendent of Schools shall provide the parent/s written notification and the reasons for this decision. The program shall maintain a copy of this notification in its records.
- c) In determining whether the accommodations required to accommodate a child with special needs are reasonable or would cause an undue burden to the program, the Principal shall consider the following factors, which include but are not limited to:
 - The nature and cost of the accommodations needed to provide care to the child;
 - Ability to secure funding or services from other sources;
 - The overall financial resources to the program;
 - The number of staff members employed by the program;
 - The effect on expenses and resources or the impact otherwise of such action upon the program.

ASCC STAFF

Principal

The Principal is responsible for program administration including: staff orientation, providing staff professional development and training (i.e. REQUIRED CPR and First Aid), supervision of staff, and evaluation of program personnel; overall program design, statement of purpose, and daily operations; communication with families, as warranted, development of procedures for the program.

Principal

Mary Beth Rodman

Site Coordinator

The Site Coordinator provides leadership and support for staff and families in their efforts to provide a high quality after school program for children in grades, K – 5. The Site Coordinator is responsible for: the daily program, program development, collaborating with Wellfleet Elementary Principal and day staff for the transition of programs and integration of curriculum from the school day program to ASCC, activity design, supervision of children, daily attendance records, family communication, and awareness of whereabouts of every child in his/her charge. The Site Coordinator has training pertinent to the developmental needs of school-age children. The Site Coordinator reports to the Principal.

Site Coordinator

Jennifer Flanagan

Lead Provider

The Lead Provider is responsible for: collaborating with the Site Coordinator and/or Principal in program development and activity design, collaborating with Wellfleet Elementary Principal and day staff for the transition of programs and integration of curriculum from the school day program to ASCC, supervision of children, daily attendance records, family communication, and awareness of whereabouts of every child in his/her charge. The Lead provider has training pertinent to the developmental needs of school-age children. The Lead Provider reports to the Site Coordinator and/or the Principal.

Lead Provider

Anne Gatti

Program Aide

The Program Aide will assist the Lead Provider in carrying out his/her responsibilities including, but not limited to, the supervision of children and awareness of whereabouts of every child in his/her charge. The Program Aide works under the guidance of the Site Director and the Principal.

Program Aide

Shelley Mateus

COMMUNICATION WITH FAMILIES

Families are encouraged to be active participants in the program through communication. Pick-up time can be a busy part of the day and it is not always possible to speak with every parent/guardian during that time. The Principal or Site Coordinator is available to schedule a parent conference upon request. Staff members are always happy to answer questions and address concerns. If there is a problem or concern with a specific child during the program, the ASCC staff will approach the parent or contact them, when appropriate.

Parents are welcome to stop by and visit their child/ren at any time during ASCC hours.

ASCC information will be included in the Wellfleet Elementary School Principal's Newsletter. Unless hard copies are requested, most office information will be sent to families electronically or via a robo call.

CODE OF CONDUCT

Wellfleet Elementary is a C.A.R.E.S. school. Students are expected to demonstrate **Cooperation, Assertion, Responsibility, Empathy, and Self-Control**. ASCC will abide by the same expectations for Behavior and Discipline (Code of Conduct) as Wellfleet Elementary School's day program.

We believe that each child at Wellfleet Elementary School and ASCC is an asset and is capable of appropriate behavior and social interactions.

HEALTH CARE

The Wellfleet Elementary School nurse is not on duty during ASCC hours of operation. If a child requires medication during ASCC, it may only be administered with a doctor's order and the school nurse (RN) may, with written parental permission, delegate to a responsible ASCC adult the administration of prescription medications.

Medications: If your child needs to take medicine during ASCC hours, the parent/guardian must deliver it personally to the school nurse in the original prescription bottle. Parents are required to sign a medication administration permission slip (available from the nurse's office). The school nurse nor medication delegate cannot dispense any medicines, including over-the-counter medications, without written permission.

Children having any of the following symptoms absolutely must stay home: diarrhea, fever, nausea/vomiting, or a bad cold and must be symptom free for 24 hours before returning to school. Thank you for exercising good judgment and keeping children home until they are well.

The school nurse must be notified of infectious or contagious illness, such as: chicken pox, strep throat, head lice, scabies, ring worm, impetigo, Fifth disease, staph infection, measles, or conjunctivitis.

Should children become ill or injured at ASCC, an ASCC staff member will attend to them, and if necessary, call the parent or guardian to pick-up the child.

The Wellfleet Fire Department/Rescue Squad and/or Wellfleet Police Department will be called in the case of severe or critical illness or injury and then parents will be contacted. In an emergency, all efforts will be made to contact the person/s named on the Registration Form.

Please note: Children with life-threatening conditions, as documented by the child's physician, must be accompanied on any and all ASCC field trips by a parent/guardian.

DEPARTURE & CHILD PICK-UP FROM ASCC

Only authorized parents/guardians or emergency contacts listed on the ASCC Enrollment Form or the Essential Data Form are permitted to pick-up an enrolled child from ASCC. In order for ASCC staff to release a child to another parent/guardian, not listed on the ASCC Enrollment Form or the Essential Data Form, the child's parent/guardian must provide ASCC a signed note identifying the adult picking-up their child. The adult pick-up must present their driver's license to the ASCC staff prior to release.

ASCC uses the set of doors to the left of the cafeteria entrance/exit double doors. There is a doorbell to the right of the door.

Children are to be picked-up no later than 5:30 PM. Parents who pick-up after 5:30 PM will be charged a late fee of \$15.00 for the first 15-minutes after closing and \$1.00 per minute after 5:45 PM. This fee is due immediately upon your arrival to the staff person in charge. Children who are picked up later than 5:30 PM three (3) times, will be terminated from ASCC.

Any child remaining at ASCC's care after 6:00 PM will be taken into the care of the Wellfleet Police Department for further assistance in finding the child's parent or guardian. This is only in cases when all other possibilities have failed and no one on the child's ASCC Enrollment/Registration Form or WES Essential Data Form can be located for child pick-up.

TRANSPORTATION

As the program operates at Wellfleet Elementary School, children will be released by their teacher or attending adult to the site of ASCC. Parents/guardians are responsible for transporting their child/ren from ASCC no later than 5:30 PM.

FIELD TRIPS

When walking to local sites of interest, children will be supervised by the ASCC staff and, if necessary, parent or community volunteers. Permission slips will be provided to parents/guardians prior to the scheduled field trip.

EMERGENCY PLAN

In the case of fire, natural disaster or situation (i.e. bomb threat) that requires evacuation of the building, all children will be taken to the Wellfleet Fire Department or Wellfleet Police Department. Parents/guardians and/or emergency contacts will be called to pick-up their child/ren.

PREVENTION OF ABUSE AND NEGLECT

ASCC protects children from abuse and neglect while in the program's care and custody and follows state law and school committee procedures for the reporting of any suspected incidents of child abuse and neglect. ASCC staff are trained in procedures for reporting suspected incidents of child abuse and/or neglect.

MANDATED REPORTERS: Professional Obligation

Children have the fundamental right of protection from physical, emotional and/or sexual abuse. ASCC personnel have a clear, legal obligation to report potential or suspected abuse under Massachusetts General Law Chapter 119, Section 51A. The law describes mandated reporters' responsibilities clearly and precisely. Under no circumstances will a child be released to any adult if there is any indication of an unsafe situation.

BACKGROUND RECORD CHECKS

In order to spend any time at the school or with children during the school year, WES and ASCC staff, volunteers and chaperones need a current CORI (Criminal Offender Record Information) form on file at school or at the Nauset Regional School District Office. Additionally, a signed Confidentiality Agreement must be agreed to at WES.

A CHILD'S RECORDS AND CONFIDENTIALITY

Each child has a file which contains all the required forms, any written communications from the parent/guardian and input from the ASCC staff. The child's files and records are available to the ASCC staff. Parents may request access to their child's file at any time.

A current, confidential record is maintained on each child in the program.

(a) Parents are required to provide written authorizations, consents, and information, prior to enrollment, which will be made part of the child's record. Written consent and authorization is valid for 1 year unless withdrawn prior to that time in writing.

(b) Records are maintained for a period of one year following a child's termination from care or for a period determined by the local school committee. Records include, but are not limited to:

- Any information form with the child's name, date of birth, date of admission, parent(s) name and home address, business address and work hours, telephone number(s), a physical description or a current photograph of the child, any special limitations or concerns, including dietary restrictions, allergies, and chronic health conditions.*
- How to reach the parent(s), relative, or friend authorized to take the child from the program in case of an emergency.*
- Copy of any custody agreements, court orders and restraining orders pertaining to the child.*
- Parental consent for first aid and transportation to an emergency care facility.*
- Name, address, and telephone number of physician or source of health care.*
- Parental consent for each course of medication administered.*
- Log(s) of medicine administered and injury reports.*
- A written authorization is required before any information is released or shared with any outside person or agency. The parent/guardian will be notified if the child's records are subpoenaed.*
- Parental consent for alternative transportation plans including parental designation of any person authorized to take the child from the program or receive the child at the end of the day.*
- Parental consent for field trips.*

ASCC staff may not discuss any child or child's family with others. All information contained in the child's file is to remain confidential between the parent/guardian and the ASCC staff. The rights of the child and the child's family are of our primary consideration. ASCC staff may discuss your child with WES staff only in those areas which relate directly to the services that the staff person is providing for that child.

GROUNDINGS FOR NOT RELEASING STUDENT/S TO PARENTS/GUARDIANS

The Wellfleet Elementary After School Child Care (ASCC) program staff may not refuse to release a child to a parent or legal guardian except in the case of a restraining order, court order to that effect, or in the event of perceived impairment of the parent/guardian by the staff member/s. In the event that a

parent/guardian arrives to pick-up his/her child/ren and appears to be impaired by alcohol, drugs, or a medical condition, the staff is obligated not to release the student to the parent/guardian. In this situation, a reasonable effort will be made to contact other people listed on the emergency contact card, if this is not successful, or the impaired party is resistant to the decision, the Wellfleet Police Department will be called.

STATEMENT OF NON-DISCRIMINATION

The Nauset Public School Districts do not discriminate in their educational programs or activities or in their admissions or employment policies on account of race, color, gender, religion, gender identity, national origin, homelessness, sexual orientation or disability.

ACKNOWLEDGEMENT & SIGNATURE PAGE

Kindly complete the form on page 8 and return it to the Wellfleet Elementary School's main office prior to your child/ren beginning ASCC.

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Parent/Guardian Acknowledgement and Signature Page

I will take responsibility for reading and abiding by the **After School Child Care Handbook.**
(Please check the box and sign below.)

Parent Signature _____

Student _____ Teacher _____

Student _____ Teacher _____

Student _____ Teacher _____

Please return this page to the Wellfleet Elementary School's main office prior to your
child/ren beginning the program.

Thank you!